

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Additional Policy for Use of Frequent Flyer Miles

The National Business Center issued initial frequent flyer miles policy to the Bureau of Land Management employees in Information Bulletin No. BC-2002-045, "New Frequent Flier Mile Policy". On January 31, 2002, the Department of the Interior's Office of Financial Management issued additional policy for using frequent flyer miles obtained on government travel. Please see Attachment 1 for the Office of Financial Management's memorandum.

Highlights of the memorandum include:

- Procedures on how you can redeem frequent flyer miles, both for personal travel and for official Government travel.
- Procedures on how you can use your frequent flyer miles to upgrade a GSA contract city-pair ticket to a premium class.
- Guidance on how you can consolidate multiple frequent flyer accounts with the same airline.
- Procedures to help you earn frequent flyer miles on future Government travel.
- Information on future Internal Revenue Service regulations regarding the taxability of frequent flyer benefits.

If you have any questions, please contact Vickie Smith, National Business Center Travel Team (BC-6223), at 303-236-6276.

Signed by:
Dennis Sykes, Director
National Business Center

Authenticated by:
Babette Larson, Staff Assistant

1 Attachment

1 - Office of Financial Management's Memorandum on Using Frequent Flyer Miles (4 pp)

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